

## Basic Module Checklist

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Description	Code	Remarks
Module has been trained on accident / injury notification procedures. a) Vehicle Accident Report b) Safenet c) CA-1 / CA-16 d) SMIS Safety Management Information System		
Module has participated in a documented "tailgate" safety session weekly or at the beginning of each project.		
Module has job hazard analysis for each project and fire task. Unit safety plan is available and can be readily accessed.		
Radio operations meet requirements of: a) minimum number of radios b) knowledge of radio programming c) understand frequency authorization and use issues d) Facility radio and speaker system e) Approved local radio frequencies are posted.		
Module supervisors are familiar with administrative issues and prepare and secure documents as per agency standards: a) T&As b) crew time reports c) fire time reports d) Per Diem forms e) accident reports f) Credit card purchases and records g) Fleet purchasing cards		
Module members all meet the agency qualifications required of their positions.		
Status (filled / vacant) of supervisory positions within the approved Table of Organization.		
Supervisors are familiar with air cargo transport limitations and requirements including: a) purging of gas receptacles b) air transport manifesting c) weight limitations d) safe packaging procedures for specialized equipment. e) Local security requirements and procedures.		
<b>INCIDENT QUALIFICATIONS AND CERTIFICATION CONSIDERATIONS:</b>		

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	The Incident Qualification and Certification System is used to produce Red Card qualifications.		
	Module members all have current red cards.		
	Module members all have a documentation file for current season training, certification, and experience (Hardcopy or Electronic).		
	Module members all have a hard-copy file for past season fire training, fire experience, task books, performance evaluations and physical fitness.		
	Each module member has a current Individual Development Plan (IDP).		
	Module has access to training materials and equipment.		
	Module members all are current in annual fire fighter safety refresher training.		
	Module members all have taskbooks initiated appropriate to their training needs. ( <i>NWCG 310-1</i> )		
	Module members all have documentation of currency with the agency medical standards. ( <i>3 years</i> )		
	Module Members all are current with the following training: a) defensive driving for all drivers ( <i>3 years</i> ) b) first aid ( <i>3 years</i> ) c) CPR ( <i>2 years American Heart Association</i> ) <i>(Every Year American Red Cross)</i> d) Aviation safety Training ( <i>B-1 3 years</i> )		
	Module members all have completed the following training: ( <i>one time training</i> ) a) blood-borne pathogens b) hazardous materials awareness / MSDS ( <i>OSHA 29CFR/1910.1200 &amp; 29CFR 1910.120</i> ) c) chainsaw ( <i>S-212</i> ) for chainsaw operators d) power tool training ( <i>BLM 1112-2</i> )		
	Module members have attended employee orientation to include: a) mutual respect / civil rights b) local resource management issues c) roles and responsibilities / chain of command / unit organization		

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	Each module member has reviewed and signed an EPPRR for the current season.		
	Per agency standards module members all participate in an established physical fitness program.		
	Module is aware of and meets agency mobilization standards, including: a) mobilization and get-away time frames b) driver duty limitations c) work / rest requirements.		
	Module members possess commercial drivers license where appropriate.		
<b>FACILITIES</b>			
	<b>(Document the condition of the following)</b>		
	a) Administrative space		
	b) Sleeping area		
	c) Bathrooms		
	d) Space is available for training functions		
	e) Covered parking shelter for fire apparatus		
	Annual agency safety inspection is documented and complete.		
	Computer / fax / telephone equipment meets the needs of the module(s).		
	Facility has security for: a) Personnel records ( <i>privacy act notice OS-76 Item 43 schedule</i> ) b) Government equipment c) Personal equipment		
	Safety Equipment and Signing includes: ( <i>OSHA 29CFR1910</i> ) a) Fire Extinguisher b) Smoke alarms c) First aid kits		
	Storage of flammables / hazardous materials meets standards. ( <i>OSHA 29CFR1910</i> )		

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	Bulletin board includes appropriate postings such as: a) Unit and module organization charts b) Emergency Notification Procedures c) 10 Standard Fire Orders d) 18 Watch Out Situations e) L.C.E.S. f) facility fire plan g) fire danger information h) fire weather information i) smoking policy j) sexual harassment policy/EEO counselors k) Department of Labor required information. l) ( <a href="http://www.dol.gov/dol/osbp/public/sbrefa/poster/main.htm">www.dol.gov/dol/osbp/public/sbrefa/poster/main.htm</a> )		
	Employee right-to-know information / MSDS is posted.		
<b>CACHE</b>			
	Inventory and use records are available and current.		
	Inventories are posted, dated, signed.		
	Cache is secure.		
	Tools meet maintenance standards. ( <i>Fire Equipment and Storage and Refurbishing Standards NFES 2249</i> )		
	Property is identified by agency.		
	Items are labeled with NFES reference.		
	All NFES kits meet national standards.		
	Fire extinguisher service is current and location is identified with reflective decal.		
	Document overall facility condition, inside and out.		
<b>VEHICLE</b>			
	Preventive maintenance checks are documented and current.		
	Gross vehicle weight (GVW) is documented in log book and meets vehicle specifications.		

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References / paperwork available include: a) accident report forms b) communications plan c) posted frequencies d) inventory (specific to compartment/location) e) use record current f) preventive maintenance records g) personnel accident/injury forms h) unit maps i) current <i>North American Emergency Response Guide Book</i> j) current credit card		
<b>SAFETY AND MEDICAL</b>		
Non-skid surface per ( <i>OSHA 29CFR1910</i> )		
Fire extinguisher service is current and location is identified with reflective decal. ( <i>BLM 1112-2</i> )		
Hazard reflectors/flares. ( <i>BLM 1112-2</i> )		
First aid / trauma kit is available and appropriate size; location is identified with reflective decal. ( <i>BLM 1112-2</i> )		
<b>TOOLS / EQUIPMENT</b>		
Jack (serviceable for GVW). ( <i>BLM 1112-2</i> )		
Lug wrench. ( <i>BLM 1112-2</i> )		